



## **Introduction**

First-aid in the workplace can be defined as follows:

The treatment given for the purposes of preserving life and minimising the consequences of injury and illness until professional help is available, and treatment of minor injuries which otherwise would not receive treatment or do not need further treatment from a medical practitioner.

## **Named First Aiders**

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## **The Role of the Headteacher/First Aider**

- Ensure all staff are familiar with location of equipment and identity of First Aiders
- Keep records of all first aid trained personnel
- Ensure first-aid kits are regularly checked, replenished and clearly identified
- Ensure equipment is available for mopping up spillages of body fluids
- Ensure accidents and/or injuries are recorded on an Accident/Incident form in accordance with the relevant procedures
- Take charge in situations where personal injury or illness has occurred and where further medical help is needed by acting in accordance with their first aid training

**First-aid does not include the giving of tablets and/or medicines to treat illness.**

## **First-Aid Kits**

First-aid kits should be clearly identifiable with a white cross on a green background, readily accessible and their locations made known by clear signing to employees and other persons who regularly attend the premises. Kits should be placed conveniently, if possible near to hand washing facilities. The main First Aid Kit at All Saints School is kept in the Medical Room.

First Aid Kits are also available in areas of greater risk: School House Kitchen, Science Room, Staff Kitchen and Staff Room.

A travelling first-aid kit must be kept in minibuses and school cars. A First Aid kit should always be taken on off-site school trips.

Kits should contain a sufficient quantity of first-aid materials, possibly recommended items of supplementary equipment. The use of antiseptics is not necessary for the treatment of wounds. No medication of any kind, for example, aspirin, paracetamol, antiseptic creams, burn sprays, etc., should be kept in first-aid kits nor used as a form of first-aid.

## **Medication**

Medication cannot be given to any student without written permission from their parents or carers. This documentation is kept in the student's main file in the school office. Any medication brought into the school is taken to the School office where it is kept safely secured with clear instructions of how and when the medication should be administered. When medication is administered, by a qualified First Aider, a written record is kept showing:

- Name of medication
- Prescribed amount of medication given
- Time is recorded when the medication is administered
- Initials of member of staff who has administered the medication.

## **Supplementary Equipment**

The following supplementary equipment may be made available if the assessments determine a need and may be kept in or near first-aid kits:

- Splinter forceps
- Disposable gloves
- Stainless steel scissors
- Protective resuscitation aid
- Safalite dressings (also known as Melolite)
- Adhesive tape
- Ice packs
- Eye wash bottles (these are also available in the Science lab.)
- Individually wrapped moist wipes
- Non allergic plasters.
- Ice packs

Supplementary equipment may also include, stretchers, blankets, aprons and other protective equipment. Where such equipment is considered necessary it should be stored in the vicinity of first-aid kits or in first-aid rooms.

## **Cleaning Up Body Fluids**

Any spilt blood or other body fluids should be cleaned up using the BIOHAZARD SPILLAGE CLEAN UP KITS in the Medical Room and Staff Kitchen.

Manufacturers' instructions must be followed whilst using these products. Protective clothing, (eg. Latex gloves) must be worn to prevent contamination.

## **Allergic Reactions to Plasters**

Plasters are safe provided that they are not used on persons who may suffer an allergic reaction to certain types of plaster. Before plasters are used, first-aiders should establish whether the person requiring treatment has any such allergy. This information is provided by parents at the beginning of each academic year on the Student Information Form which is kept in the front of each student file

in the school office. If the person has such an allergy an alternative dressing, ie a non-allergic plaster or dressing, should be used.

Persons who have no allergy to plasters can, of course, be treated with any kind of appropriate plaster (fabric or waterproof type) from the first-aid kit supply. Plaster on a continuous roll or strip should not be used because of the risk of cross infection.

### **Epi-pens**

All staff are informed if any of the students require an epi-pen as part of their medical requirements. Permission is sought from the student's parents to enable all staff to receive training from the local Health Authority.

Depending on the age of the student and following discussion with parents, it may be deemed suitable for the student to carry an Epi-pen in a safe container in their own bag, thus alleviating additional stress caused in an emergency situation.

An Epi-pen clearly labelled with the student's name must be stored in the First Aid Cupboard and must accompany the individual student on any off-site journey, such as leaving the premises for sport, attending college, school day trips or residential trips.

### **Waste Disposal**

Any waste created by the administration of First-Aid, for example, blood stained dressings, gauzes, plasters etc., is classified as 'Clinical Waste' but these small quantities of such waste can be disposed of through the normal waste disposal arrangements from the premises.

Protective latex gloves must be worn at all times when dealing with any injury where there may be a loss of blood or body fluid to protect the First Aider from contamination and the possible risk of contracting HIV or Aids.

All Senior students will have the opportunity to participate in a suitable First Aid Training course provided by IAS.